



**Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 18th January 2018, starting at 7:30pm**

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, T Coleman, M Foley, M Byham, P Leung and Mrs O'Connell. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

01/18 To receive apologies for absence

- a. No apologies for absence were received.

02/18 Declarations of interest in agenda items

Mr Seaborne declared a non-pecuniary interest in any matters concerning St Catherine's School.

03/18 Minutes of the meeting 14th December 2017

- a. Minutes of the meeting 14th December 2017 were agreed by the meeting as a true record and signed by Mrs Stern.

04/18 Matters arising from minutes 14th December 2017

- a. The Clerk reported that, following the resignation of Richard Jameson in December 2017, Waverley Borough Council has received no requests to hold a by-election, so co-optation of new councillor can proceed. Members asked the Clerk to advertise the vacancy through a special Bramley Update and on noticeboards in the parish. Mr Leung asked for a copy of the poster that he will display in Jade Inn. Interested applicants should be invited to the February Parish Council meeting to see how the council operates. The deadline for applications to be 2 weeks prior to the March Parish Council meeting, at which applicants will be invited to address the Council. The Clerk was asked to contact Pam Osuji, who stood for election in 2016, to encourage her to apply.

05/18 Bramley Neighbourhood Police update

- a. Crimes of public interest occurring between 16th December 2017 and 16th January 2018:

- 15th December 2017 – Damage caused to the front window of a shop by a projectile. This is the second occurrence at this location.
- 11th January 2018 – Theft of items from a High Street shop.

Other crimes have taken place, but these either not in the public interest or in the process of investigation.

- b. PCSO Snow reported that it is hoped that the crimes involving firing of projectiles will tail off towards the end of January. Although this type of crime takes place most years between October and January, there has been a significant increase this last quarter. There has been some success in officers pursuing suspects, confiscating catapults and dealing with the persons.
- c. One of Surrey Police's priorities is tackling residential burglaries across the division. Local officers have been out patrolling the borough, targeting active burglars and acting upon intelligence. They have also been hunting for suspects and advising residents.

Intelligence shows an increase in domestic burglary at this time of year due to seasonal changes such as extended hours of darkness and deteriorating weather. Although the chances of becoming a victim of burglary are low, Surrey Police is

ACTION

Clerk

Clerk



recommending that residents follow some simple crime prevention tips to keep your home and your property safe. These can be found at:

<https://surrey.police.uk/advice/protect-your-home-and-belongings/burglary/>

06/18 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.

07/18 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that the decision from the Secretary of State on the proposed development at Dunsfold Park has been postponed until March. He is waiting until a decision on the draft Waverley Local Plan has been made.
- b. Mr Seaborne reported that Members have not had sight of the Waverley 2018/19 budget as yet.

08/18 Report from Planning Review committee

- a. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.
- b. Neighbourhood Plan progress report.
Mr Seaborne reported that a meeting of the Neighbourhood Plan committee took place this week. A more polished version of the draft plan is almost complete. The delay in the decision on Dunsfold Park does not help the progress of the Plan. It was agreed that the release of the next draft will be delayed until the decision on the Waverley Local Plan has been made. The next committee meeting is scheduled for mid-February.

Parish opinion on use of the Downs Link has been canvassed. A total of 477 responses have been received to the survey that was distributed in December to 1,398 homes in the parish – 382 paper copies and 95 submitted online through Survey Monkey. We now have a reasonable sense of public opinion. The results will be incorporated as an appendix in the Neighbourhood Plan.

Mr Seaborne recommended that the results be shared with the Wey & Arun Canal Trust and to publish them on the Parish Council website and publish a link in the next issue of Bramley Update. Members agreed, Clerk to action.

- c. Waverley Borough Council Community Infrastructure Levy (CIL) consultation.
The Clerk reported that none of the comments submitted to Waverley Borough Council by Bramley Parish Council in July 2017 following the release of the Preliminary Draft CIL Charging Schedule have been either acknowledged or included in the next draft of the schedule. Members asked the Clerk to resubmit the original comments.
- d. Mrs Stern reported that she attended a Waverley Housing Strategy consultation event. She met with 2 contacts at Waverley Borough Council and the English Rural Housing Association who she feels would benefit from viewing the draft Bramley Neighbourhood Plan. They should also be made aware of the affordable housing allocation at the new housing development at Ricardo Court. Mr Byham confirmed that included in the Section 106 agreement for the Ricardo Court is the rule that the affordable houses are reserved for applicants with a local link to Bramley. This is not the case for the affordable homes planned for Park Drive.

Clerk

Clerk

09/18 Report from Highways & Rights of Way committee

- a. Signage Declutter
The Clerk has received estimated costings to merge and remove various signs in village received from Surrey County Council. The Clerk discussed this with Mr Seaborne and will update signage declutter document with costings.

Clerk



- b. Members reported that a vehicle has knocked the finger post sign at the mini roundabout and caused some minor damage. The Clerk was asked to arrange repairs and move the big stone back to next to the post.

10/18 Report from Library committee

- a. Events

The library buzzed on Saturday 16th December with a well-attended Story-Time (another one scheduled for February half term), the delightful singing of the Bellsfield Community Choir with a flash mob start and a volunteers' social. The December Bauble Treasure Hunt was enthusiastically embraced by young members. In February half-term there will be another morning of brilliantbricks. The 'sister' Duplo event scheduled for January has been cancelled through lack of advanced ticket sales.

The Rhyme Time session that took place at Blunden Court in December was well received by families and residents. More sessions are planned for the future.
- b. Equipment

The Operations Team are in the process of assembling from various sources a desktop PC for use in the office which will facilitate with the library admin. Intermittent wifi problems are being experienced, so the situation is being monitored. A stand for the numerous leaflets in the Library is being purchased as are 2 wooden-framed upholstered easy chairs.
- c. Operations Team

Charlotte Gray has resigned from the Ops Team with immediate effect. The Ops Team will continue as a team of 4. As some self-contained tasks are being done by non Ops Team members, this should work well.
- d. Other matters

Used Nespresso pods are to be donated to the Air Ambulance (Surrey & Sussex). Volunteers and the public will be encouraged to use the library as a collection point for their personal pods.

A Library Management meeting is scheduled for 25th January with SCC representatives.

11/18 Report from Resilience Group

- a. A Multi Agency meeting was held on 9th January to progress the Fisher Rowe Close Flood Alleviation Scheme, Initial Assessment Report.
- In attendance were representatives from the Environment Agency, Surrey County Council, Thames Water, National Flood Forum, Bramley Village Society, Fisher Rowe Close Residents, Victoria Young, Jeremy Hunt's Constituency Press and Campaigns Officer, Kathy Victor & Tony Coleman (Chair). The meeting was productive.

Summary

Initial Assessment Report:

- The preferred option of adding 2 new culverts under the Station Road Bridge is technically feasible. However, the cost/benefit ratio, does not meet the required criteria to attract government funding even after refining the original inputs. (A ratio of 1 is required; the option produces an initial ratio of .24 and only increases to .29 using the refined figures). A spreadsheet of the inputs will be shared with FRC residents.
- Upstream water storage as part of the Guilford Flood Alleviation Scheme has been considered but is not viable on cost and delivery grounds.
- Other potential options are not being progressed as they are not expected to meet the cost/benefit ratio requirements.



- The Initial Assessment will be updated to include responses to the recommended actions in the conclusion. Once completed the Environment Agency are not progressing further with assessment of the scheme.

Other:

- Schemes being progressed by the Environment Agency in the Wey catchment including Godalming, Guildford and Weybridge are stand-alone schemes and will not benefit Bramley.
- Thames Water are to forward a sewer flooding questionnaire for completion by Fisher Rowe Close residents and make a site visit to better understand any issues. 2 pumps at the sewerage pumping station have been replaced since the 2013/2014 flood.
- The option of increased Property Level Protection is to be investigated (three properties already have installed schemes). The environment agency will recommend a suitable contact/s to make a site visit to advise on potential opportunities and costs. Funding may be available from various sources.

Mr Byham reported that Laurence McCammick, the Emergency Planning and Resilience Officer at Waverley Borough Council will be leaving the Council in March.

12/18 **Parish updates and actions**

a. Pavilion and environs (including Gosden Common, Links Road)

- i. Nothing to report.

b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)

- i. Nothing to report.

c. Village Hall and environs (including Station and Hall Road, Windrush Close)

- i. Stone barn update.

The Clerk circulated a report received from Owen Shipp Commercial regarding the viability of converting the barn into a commercial unit for letting. They have advised that should the barn be refurbished to make it suitable to be let, although the costs to do this could be substantial, it could be a useful income stream for the Parish Council in the future. The Clerk was asked to obtain 2 quotations from builders to undertake the internal works to convert the barn into a 2-storey unit. The possibility of obtaining a Public Works Loan to fund these works should also be investigated, so that the Parish Council reserves will not be depleted. Mr Seaborne will find out who the relevant person is within Waverley Borough Council to discuss such a loan and forward the details to the Clerk. The Clerk will also ask other Clerks in the area if they have experience of applying for such a loan.

- ii. Lighting update

The Clerk has circulated options for consideration to purchase new street lights to install on Station Road near to the end of Edencroft and on Hall Road. After much discussion, Members agreed that in order for the streetscape to remain attractive, it would be necessary to purchase the same model of light that is already in place – at a cost of £2,500 each, plus £1,000 each to connect them to the power network. Members resolved that this would be too costly and voted unanimously that the proposed additional 2 new lights will not be purchased and installed.

Mr
Seaborne

Clerk



d. High Street and environs (including Snowdenham Links Road and Lane)

i. Public Access Defibrillator.

The Clerk reported that she has a meeting arranged with the Historic Buildings Officer at Waverley Borough Council on 24th January to discuss the siting of the village defibrillator in the centre of the village. He has advised that the walls of the Church Pound about the grounds of the listed St Catherine's School and Holy Trinity Church so would be regarded as curtilage buildings. Any alteration that affected the special character would therefore need listed building consent. He would be concerned that, since the proposed equipment is designed to be highly visible, it would affect the character of the walls and the space they endorse. In order to succeed in any application, the Parish Council would need to show that there was no other less damaging location. The Clerk will discuss other locations with him at the meeting, including in front of the Jolly Farmer public house and in the parking area in front of St Thomas More Catholic Church.

Clerk

- ii. The Clerk reported that she has followed up once more with the officer at Waverley Borough Council regarding the replacement of open topped bins in Bramley with closed ones. The officer is on holiday until late January. Mrs Stern reported that she has also spoken to the Waverley Environmental Team about installing a replacement bin at the bus stop at Hurst Hill Cottages on Horsham Road.

e. Grounds and Downs Link

i. Downs Link Cleaning

The Clerk reported that the group of volunteers has started working on the clearance of vegetation on the Downs Link working southbound from the junction with Station Road. The group will continue this work for the next two Sundays. The Clerk has contacted the contractor Marsdens and a date is awaited for when they will commence the work northbound from Station Road.

A meeting with representatives from Shalford Parish Council to discuss funding for the work on the path within Shalford parish up to the A281. They agreed that it would be beneficial to carry out this work. They will contact the Surrey County Councillor for Shalford to see if they will be able to receive a grant from the Member Allocation fund and discuss it at their meeting on 25th January. The following calculations have been agreed with Shalford PC:

- Vegetation clearance from A281 to Station Road – 40% Bramley, 60% Shalford
- Cleaning of the path using mechanical sweeper from A281 to old Beaver site – 70% Bramley, 30% Shalford.

A response from them is expected on 26th January.

- ii. The Clerk confirmed that the safety and improvement works on the equipment in the Eastwood Road play area have been completed. The Clerk was asked to investigate if it is necessary to apply wood preservative to the train and carriage.
- iii. The issue of cars parking on the pavement at the southern end of the A281 near to the village gates was discussed. These cars often completely block the pavement, so pedestrians have to walk along the road. It is thought that it is residents who are parking there as there are no other parking spaces available. Members had no thoughts on how this issue could be resolved. Mrs Stern, as a neighbouring resident, will review the situation.
- iv. The Clerk reported that the fallen tree on the Downs Link that was reported to Surrey County Council has still not been cleared. The Clerk was asked to arrange for the groundsmen to clear it.

Clerk

Mrs Stern

Clerk

A tree has also fallen on the corner of Links Road and Horsham Road, some branches of which are at the edge of the road. Mr Seaborne will report this to Surrey Highways.

Mr
Seaborne



- f. Rural Parish (including Birtley Green, Grafham and south)
- i. Nothing to report.

13/18 Finance

- a. Members approved the payments to the value £7,340.02. Details are set out in the payment listing at Appendix B.
- b. The Clerk reported that Mrs O’Connell has reviewed and agreed the bank reconciliations to relevant bank statements to end December 2017. Mrs O’Connell has signed each reconciliation and bank statement.
- b. Budget planning for 2018/19
The Clerk confirmed that she has submitted the required Precept paperwork to Waverley Borough Council.
The Clerk has circulated to Members a detailed budget for the 2018/19 financial year.
The Clerk was asked to provide a report showing the current year’s budget vs actual spend and proposed budget for 2018/19. There was concern about what happens to unspent budget after year end.
The Clerk was asked to provide a simplified budget for publication, clearly showing budgeted spend for additional grounds work.
- c. Interim internal audit
The Clerk reported that Farsight Consulting has carried out an interim audit on the 2017/18 Parish Council accounts. The Clerk circulated the consultant’s report to Members.
- d. Members discussed and approved the transfer of £50,000 to the now open United Trust Bank 1-year fixed rate deposit account and closure of Lloyds Instant Access account.

Clerk

Clerk

14/18 Points of information and any other matters

- a. Mr Foley asked Members to consider any possible local initiative to reduce the use of single-use plastic. Members agreed to think of ideas for discussion at the February Parish Council meeting.

Members

The meeting closed at 9:16 pm

Agreed and signed Chairman, 22nd February 2018